

**COMPETITIVE
VACANCY ANNOUNCEMENT**

**PHS INDIAN HOSPITAL, INDIAN HEALTH SERVICE
ROSEBUD SERVICE UNIT
P.O. BOX 400
ROSEBUD, SOUTH DAKOTA 57570**

ROSEBUD SERVICE UNIT - IS A SMOKE FREE ENVIRONMENT

August 27, 2008

POSITION: NURSE ANESTHETIST
of Positions: 2 (RB2014 & RB2004)

**LOCATION: ROSEBUD PHS INDIAN HOSPITAL
NURSING SERVICES/SURGICAL UNIT
ROSEBUD, SOUTH DAKOTA**

BEGINNING SALARY: GS-610-13, \$109,809.00 PER ANNUM

VACANCY NUMBER: RB-DEU-08-04-NA

OPENING DATE: SEPTEMBER 4, 2008

CLOSING DATE: OPEN CONTINUOUS

Applications and related documents must be received at the above address by **5:00 p.m.** on the closing date of this announcement. For information contact **MICHELLE ZEPHIER** at **(605) 747-2231, EXT: 3229**. All applications are subject to retention; requests for copies will not be honored. Applications can be faxed to: **(605) 747-2216, (NOT RESPONSIBLE FOR UNSUCCESSFUL TRANSMISSIONS)**. Applications by e-mail will be accepted. It is the responsibility of the applicant to submit a complete application.

E-MAIL TO: michelle.zephier@ihs.gov

APPOINTMENT:

☒ Permanent

☐ Not-To-Exceed The applicant selected for this position may be appointed to either a one year appointment or an appointment in excess of one year, depending on the status of the applicant.

WORK SCHEDULE:

☒ Full-Time

☐ Part-Time

☐ Intermittent

MOVING: Travel may be paid provided all legal and regulatory requirements and travel regulations are met.

CONDITIONS OF EMPLOYMENT:

*ON-CALL ☒ YES ☐ NO *call-back duty is defined as irregular or occasional work performed by an employee on a day when the work was not scheduled for the employee. This will require the employee to return to his/her place of employment within the specified timeframes.

*Work schedule may include weekends and/or evenings.

**** All applicants who have regular contact or control over Indian Children must submit the attached addendum, to the Declaration for Federal Employment. Your application may not be considered for this designated childcare worker position if you do not complete and submit this form or if you answer, "Yes" to either of the two questions.**

• **Must provide AVERAGE HOURS WORKED PER WEEK on application.**

- **Applicants applying for the position may be required to be immunized, for measles and rubella, if he or she provides services or has contact with patients at the service units. Persons born before 1957 are not required to take the measles vaccine or provide proof of immunity. Special consideration may be allowed to individuals who are allergic to a component of a vaccine or have a history of severe reaction to a vaccine or who are currently pregnant.**
- This vacancy may be filled through Office of Personnel Management's delegated Direct Hire Authority. If so, the following is applicable: all applicants who meet the basic qualification requirements will be forwarded to the Selecting Official for consideration. The "rule of three", Veterans' preference and traditional rating and ranking of applications do not apply to this vacancy. For more information on OPM's authorization of Direct Hire Authority, please visit ; <http://www.opm.gov/hrmc/2003/NewHRFlex-DirectHireAuth.asp> <http://www.opm.gov/hrmc/2003/NewHRFlex-DirectHireAuth.asp>
Applicant must undergo a background investigation and be able to qualify for appropriate security clearance, unrestricted access to secure areas. Must possess a valid State government-issued driver's license. Subject to shift operations, to be on-call 24 hours a day, 7 days a week, independent of shift assignments.

PROMOTION POTENTIAL: ☒ NO ☐ YES to grade(s) _____.

SUPERVISORY/MANAGERIAL: ☒ NO ☐ YES *may require one year probation period.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S.C. CODE, SECTION 472 AND 473). THE INDIAN HEALTH SERVICE HAS A ZERO TOLERANCE SEXUAL HARASSMENT POLICY, IHS CIRCULAR NO. 95-11, IN PLACE WHICH IT DISSEMINATES TO ITS EMPLOYEES.

WHO MAY APPLY: Any U. S Citizen

DUTIES AND RESPONSIBILITIES:

Performs pre-op evaluations, orders pertinent diagnostic tests, develops the anesthetic treatment plan considering such factors as multi-system disease and type of procedure to be performed, selects anesthetics to be used, and coordinates choice and administration of anesthesia during operations. The incumbent assesses and documents patient medical condition continuously during surgery through recovery from anesthesia. Incumbent participates in the pre-operative assessment of the surgical patient, reviewing the chart and interviewing the patient. Provides psychological support for the patient and family. Participates in the development of optimal anesthetic care plans. Documents a pre-anesthetic assessment and evaluation of the patient, including requesting consultations and diagnostic studies. Administers general anesthesia to induce the patient to the proper state of narcosis. Determines degree of sedation based on patient's medical condition and surgical procedure. Manages patient condition closely throughout surgery. Manages emergence and recovery from anesthesia and post-anesthesia care and to provide relief of pain and anesthesia side effects, or to prevent or manage complications and assuring continuity of care from surgery to recovery room. Incumbent masters new anesthetic drugs and techniques as they become available and determines if new drugs and techniques supersede accepted

standards and applies them to the care of patients with complex health problems. Prepares reports of results whereby new techniques, information and criteria are established from the utilization of new drugs. Maintains professional knowledge and proficiency in nurse anesthesia through continuing education, staff meetings and workshops. Performs administrative functions for the RCHCF Department of Anesthesia, which includes updating policies and procedures, and performing chart reviews. Maintains medical records and reports on assigned surgical patients in all Departmental Areas covered above. Holds responsibility for the selection, inventory, ordering, cleaning, and maintenance of specialized anesthesia equipment and supplies necessary for the delivery of quality anesthesia services. Incumbent provides emergency resuscitation techniques for Emergency Medical Conditions and provides resuscitation techniques throughout the RCHCF. Including and not limited to the Emergency Room, Neonatal Nursery, Obstetrical/Gynecology Ward, Dental Department, Medical & Surgical Units, Pediatric Unit and all aspects of the Surgical Ward. Participates in the Committee meetings. Coverage is provided around the clock for consults, referrals, and all emergencies. Assumes delegated supervisory responsibilities in absence of supervisor and performs other duties as assigned.

QUALIFICATION REQUIREMENTS: Candidate must meet qualification standards as specified in **OPM Operating Manual** (Qualification Standards for General Schedule Positions):

Basic Requirements:

Education: Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant.

PROFESSIONAL REGISTRATION REQUIREMENT FOR ALL NURSE POSITIONS: All applicants must have active, current registration as a professional nurse in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a Territory of the United States.

Evaluation of Education:

Applicants for nurse anesthetist positions at the GS-9 grade level and above must have graduated from at least an 18-month course in a School of Anesthesia for nurses which were accredited by the American Association of Nurse Anesthetists at the time the program was completed. You must have a certification, licensure, or registration credentials in licensure for this position.

Evaluation of Specialized Experience: Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position. At GS-9 and above, many positions require experience in a specialty area of nursing.

SPECIALIZED EXPERIENCE: Must have 52 weeks equivalent to the GS-12 to qualify for the GS-13. Specialized experience is defined as: Being able to perform pre-op evaluations, orders pertinent diagnostic tests, develops the anesthetic treatment plan and multi-system disease and type of procedure to be performed, selects anesthetics to be used, coordinates choice and administration of anesthesia during operations and incumbent assesses and documents patient medical condition during surgery through recovery from anesthesia.

Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. Applicants who meet the basic qualification requirements and selective factors, if any, described in this announcement will be further evaluated by determining the extent to which your work or related experience, education, training, awards, outside activities, and performance appraisal, etc., indicate you possess the knowledge, skills, and abilities described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the KSA's either on their application/resume or as a separate attachment. The information provided will be used to determine the "best qualified" candidates.

SUPPLEMENTAL QUESTIONNAIRE – KNOWLEDGE, SKILLS, AND ABILITIES

1. **Knowledge in administering anesthesia and anesthesia-related care in pre-anesthetic preparation and evaluation induction, maintenance and emergence care, post-anesthesia care and perianesthetic and clinical support functions.**
2. **Knowledge in anesthesia risk, select drugs for patients who exhibit large differences in health, physiological condition, emotional state, size and age.**
3. **Knowledge of the effects that different diseases and debilities have in changing patient responses to anesthetic drugs and surgical stress.**
4. **Knowledge of managing emergence and recovery from anesthesia by selecting, obtaining, ordering, or administering medications, fluids, or ventilatory support.**
5. **Skill in managing a patient's airway and pulmonary status using endotracheal intubation, mechanical ventilation, pharmacological support, respiratory therapy, or extubation.**

HOW TO APPLY: Applicants must submit their applications to the **Rosebud Service Unit, Indian Health Service, Human Resource Department, P.O. Box 400, Rosebud, SD 57570.** **ALL APPLICATIONS MUST INCLUDE ALL THE APPLICABLE DOCUMENTS:**

1. Applicants may submit ONE of the following: a) OF-612, Optional Application for Federal Employment; b) Resume; or c) any other written application format.
2. If you wish to substitute appropriate education for experience, you **MUST** submit a copy of your transcripts along with your application. If your education is appropriate for the position being filled then your education may be substituted for experience, depending on grade level.
3. **VETERAN'S PREFERENCE CERTIFICATION:** Form DD-214 indicating discharge and or Form SF-15, claiming 10 point preference. Preference will not be allowed unless a copy of the DD-214 is attached to the application. Applicants claiming 10-point preference must complete an SF-15, ***Application for 10-Point Veteran Preference***. Veterans who are still in the service may be granted 5 points tentative preference on the basis of the information contained in their applications. You must produce a DD-214 (Member 4 copy) prior to the appointment to document entitlement to preference. For information on Veteran's Preference, please visit: <http://www.opm.gov/veterans/html/vetsinfo.asp>
4. Applicants claiming Indian Preference **MUST** submit, along with their application, FORM BIA-4432, Verification of Indian Preference. BIA FORM-4432 IS THE ONLY ACCEPTABLE FORM used if claiming Indian Preference in the Indian Health Service.

EMPLOYMENT OF PEOPLE WITH DISABILITIES:

IHS provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Alice LaFontaine, Staffing Officer, at (605) 226-7213. The decision on granting reasonable accommodation will be on a case-by-case basis.

INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS:

Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the staff to make a determination that you have the required qualifications for the position. **Failure to include any of the information listed below may result in loss of consideration for this position. Additional information will not be solicited by this office.**

- a. Announcement Number, Title, and Grade of the job for which you are applying.
- b. Full name, mailing address (with zip code) and day/evening telephone numbers (with area codes).
- c. Social Security Number
- d. Country of citizenship
- e. Veteran's preference
- f. Highest Federal Civilian Grade held (give job series and dates held).
- g. High School - Name, City, State (with zip code), and date of diploma or GED.
- h. Colleges and Universities - Name, City, State (with zip code), majors, type and year of any degrees received (if no degree show total semester/quarter hours earned) (Attach transcripts).
- i. Work experience (paid/nonpaid)-Job title (include series if a Federal job), duties, responsibilities and accomplishments (if you describe more than one type of work, i.e., carpentry and painting, or personnel and budget, write the approximate amount of time you spent doing each), employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), average hours worked per week, and salary (beginning/ending).
- j. Indicate if we may contact your current and/or former supervisor.
- k. Job-related training courses, skills, certificates, registrations, and licenses (current only), honors, awards, and special accomplishments.

DO NOT SUBMIT POSITION DESCRIPTIONS. All material submitted for consideration under this announcement becomes the property of the Division of Human Resources and is subject to verification. Careful consideration should be given to the information provided, fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and or determination of unsuitability for Federal employment. If position is **RE-ANNOUNCED**, please call the Division of Human Resources as to status of application.

FOR SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION:

If you are currently a Department of Health and Human Services which includes the Indian Health Service, employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation (CES) you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current career competitive or excepted service employee in Tenure Group 1 or 2 who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation (CES), and, the date of the RIF separation has not passed and you are still on the rolls of the DHHS/IHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by the in the same commuting area (or nationwide for IHS employees GS-9 and above) of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date & meet all the application criteria (e.g., submit all required documentation etc.).
6. Meet the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as a RIF separation notice, a letter from the Office of Personnel Management (OPM) or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and shows disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates Retirement in lieu of RIF; or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

- B. Former Military Reserve or National Guard Technicians who are receiving a special OPM disability retirement annuity under section 8337 (h) or 8456 of Title 5 United States Code.
 1. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
 2. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
 3. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.

4. File your application by the vacancy announcement closing date & meet all the application criteria (e.g., submit all required documentation, etc.)
5. Eligible applicants will be considered "well qualified" : It they attain a numerical rating of 85 or better as determined from your responses to the Knowledge, Skills, and Abilities (see "Qualifications Requirement section).

THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER.

Addendum to Declaration for Federal Employment (OF 306)
Indian Health Service
Child Care & Indian Child Care Worker Positions

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Item 15a. Agency Specific Questions

Name: _____ **Social Security Number:** _____
(Please print)

Job Title in Announcement: **NURSE ANESTHETIST GS 610-13**
Announcement Number: **RB-DEU-08-04-NA**

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

- 1) Have you ever been arrested for or charged with a crime involving a child? **YES**_____ **NO**_____

[If YES, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]

- 2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children?

YES_____ **NO**_____

[If YES, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

Applicant's Signature (sign in ink)

Date

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3)), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. **Please do not send completed data collection instruments to this address.**